

CLASSIFICATION: INDUSTRIAL AGENT-AT-LARGE II

Class Code: 5155-27

Date Established: 07-19-76

Occupational Code: 7-3-7

Date of Last Revision: 7-24-13

BASIC PURPOSE: To promote industrial growth in New Hampshire by assisting in attracting and locating new industry and by providing leadership in the expansion and retention of existing industry.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Coordinates with industry professionals in locating new and expanding industry in an assigned area.
- Provides guidance and leadership to in-state and/or international businesses in an assigned area to identify growth plans and industry trends, and to recommend solutions to problems.
- Manages and updates the agency's database of businesses and client contact information.
- Analyzes special characteristics of local labor force to determine industrial expansion potential or plans for relocation.
- Initiates contact with out-of-state businesses in assigned areas to identify plans for expansion or relocation.
- Obtains and maintains current information on available buildings, sites, industrial parks, and community profiles in order to update data system.
- Undertakes special studies as assigned to examine certain characteristics of local labor force, new industries or public investment, and manages grant funds for business and industry-related programs.
- Monitors applicable economic trends and business activity indicators on international and/or national, regional and local levels to best match the potential for attracting new industry with areas expressing greatest need.
- Represents the agency on statewide business and industry-related commissions and boards.

DISTINGUISHING FACTORS:

Skill: Requires skill in analyzing and interpreting data, policy and procedures OR in using equipment in order to arrive at logical conclusions or recommendations.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for achieving major aspects of long-range agency objectives by planning short- and long-term organization goals, reviewing recommendations for procedural changes, and developing or revising program policies. Errors at this level result in incorrect decisions at an administrative level, and are detected subsequent to implementation in an overall evaluation process.

Supervision: Requires direct supervision of programs or of employees doing work which differs from the supervisor, including disciplining employees, solving personnel problems, recommending hiring and firing employees, and developing work methods. The supervisor in this position manages a working unit or section with responsibility for employee performance appraisal.

Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires acting as the official representative of the agency, including explaining and defending current and long-range goals or objectives which directly affect public policy decisions regarding major state programs and services.

Complexity: Requires evaluating a combination of wide-ranging job functions to determine work procedures, to solve problems, and to reach conclusions by applying analytical, technical, or scientific thinking. This level also requires planning policies and long-term strategies, drawing conclusions based on available criteria, and evaluating the effectiveness of program objectives.

Independent Action: Requires independent judgment in planning and evaluating work procedures and in supervising the development of professional, technical and managerial standards under administrative direction and according to broad departmental guidelines.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with major study in international business, business administration, business management, public administration, political science, industrial/community development, marketing, economics, or related field. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Six years' experience in industrial or intangible sales and marketing, international trade or international business, or business administration in manufacturing or service industries requiring management responsibilities, to include experience in advising businesses regarding export compliance and licensing, international distribution channels, and logistics. Three (3) years of experience at the Industrial Agent-At-Large I level may be substituted for up to three (3) years of the required work experience.

License/Certification: Eligibility for New Hampshire driver's license.

SPECIAL REQUIREMENTS:

1. Must maintain a current Passport.
2. May require daily domestic travel or travel to other countries. Travel requirements must be listed on the supplemental job description and approved by the Division of Personnel prior to recruitment.
3. May require fluency in Spanish, French, or another universal foreign language. Language requirements must be listed on the supplemental job description and approved by the Division of Personnel prior to recruitment.
4. For position #11487 at the Department of Resources and Economic Development only: Must maintain residence in Coos, Grafton or Carroll County, per RSA 12-A:13.

RECOMMENDED WORK TRAITS: Extensive knowledge of international business and trade and international marketing and pricing, as applicable to the position. Working knowledge of business economics. Considerable knowledge of New England business conditions, economy, and cultural characteristics. Familiarity with international service provider organizations as applicable, as well as industry and industrial leaders in the northeastern United States. Skill in organization and time management. Skill in managing grant funds and contracts. Ability to assume a leadership role over assigned projects and programs and when assisting business clients. Ability to effectively discuss international and/or domestic business problems with top management executives. Ability to actively participate in state-wide committees, groups and organizations involving the Governor and Legislature, and to represent the agency as the Commissioner's designee. Ability to lecture before industrial groups. Ability to communicate effectively in writing. Ability to establish and maintain effective relationships with other employees, industrial executives, municipal officials and the general public. Must be willing to

maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.